



CAREER COUNSELLING

MODULE 5

JOB INTERVIEWS AND TESTING

YOUTH EMPLOYMENT AND ENTREPRENEURSHIP SKILLS (YEES) PROJECT

UNDP Timor-Leste

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Definition

- ▶ Job interview is a virtual or physical meeting between employer or recruitment agency and the job applicant (candidate), for questioning and answering, testing if the candidate is fit for the job.
- ▶ An interview is an opportunity for gathering information and learn about each other. It is about gauging the culture, telling your story, and building relationships. Discussing your goals, and showing your value
- ▶ It can be written or oral interview or both
- ▶ Written interview can be aptitude test or psychometric test or occupational assessment



Aptitude test

- ▶ A way for employers to assess a candidate's abilities through a variety of different testing formats.
- ▶ A tool used to see how candidates might deal with the challenges of the role they are interviewing for.
- ▶ Testing your ability to perform tasks and react to situations at work.
- ▶ This includes problem-solving, prioritization, numerical skills, and others.



Types of Aptitude test

Diagrammatic Reasoning - Tests your ability of logical reasoning, using diagrams and flowcharts.

Numerical Reasoning - Tests your mathematical ability through percentages, averages and the like.

Verbal Reasoning - Assesses your ability to understand verbal logic.

Inductive Reasoning - Tests your ability to see patterns and analyze data, in a pressurized environment.

Situational Judgement - Tests your problem-solving ability.

Logical Reasoning - Tests your ability to recognize patterns, sequences or relationships between shapes and imagery.

Abstract Reasoning - These are like IQ tests and assess general knowledge, and ability to utilize your knowledge in new situations.



Samples of Aptitude test questions

Qn.1. Employees working within organizations have a legislative obligation to monitor the content of e-mails sent to external bodies and eliminate potentially sensitive internal information regardless of the perceived importance. Employers have prepared mandatory contracts stipulating this responsibility to guarantee that employees fulfill their legislative obligation and prevent the complete report's possible leak.

All employees signed these contracts, inserted a copyright section to every external e-mail, and emphasized the confidentiality of the information provided. Employees' carelessness in handling information circulated via email may result in severe punitive action.

Which one of the following provides the best summary of the main point of the passage?

- ❖ A. Sign a contract stipulating his responsibilities
- ❖ B. Prevent leakage of sensitive information
- ❖ C. Refrain from sending personal E-mail
- ❖ D. Accept punitive action when necessary



Samples of Aptitude test questions

➤ Qn.2.

CEB SHL Numerical Reasoning Sample Question

	USD	EUR	GBP	JPY	CAD
USD	1	0.6944	0.6091	76.764	0.9556
EUR	1.4401	1	0.8764	110.512	1.3761
GBP	1.6418	1.141	1	126.101	1.5701
JPY	0.013	0.009	0.0079	1	0.0125
CAD	1.0465	0.7267	0.6369	80.346	1

How many GBP can be purchased for 7500 CAD?

A. 11.772

B. 4776

C. 477.7

D. 8720

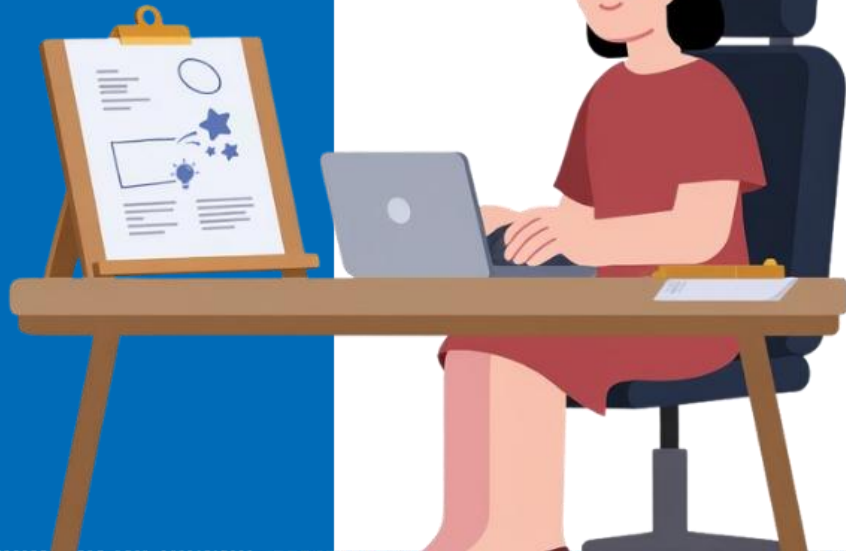
E. 6369

Tips before interview

SUCCESS NEEDS
PREPARATION



- ❖ Research the following about the employer
 - The position - if is new or replacement, and why the other job holder left.
 - Company structure and reporting relationships
 - Culture
 - Working relationship
 - Opportunities for career growth and development
 - Sustainability of the company financially



Tips before interview

- ✓ Read and understand the job advertisements, and if possible, ask to see the full job descriptions as most of the interview questions come from those two documents.
- ✓ Do simulations of interviews with your friends or colleagues.
- ✓ Ask them to be honest with in correcting and guiding you.



Interview day



Interview day



- ❑ Observe your presentation, your outlook, your grooming, cosmetics, etc. Do not overdo it.

Interview day



Observe	Observe your Communication, both speaking and listening.
Demonstrate	Demonstrate confidence.
Body	Body language - sit straight and look forward to the panelists.
Voice	Enough Voice
Minimize	Minimize paralanguage.

Interview day

- Be open minded, try as much as possible to answer all questions even theoretically if no experience.
- It is better to show you can think and attempt new challenges that seem dumb





Interview day....cont ...1.

- ▶ **Respect and obey the panelists.**
 - ▶ Respond professionally to the questions asked.
 - ▶ Ask for clarification if did not understand the question or didn't hear it properly.
 - ▶ Be precise: short and clear. Not making stories



Interview daycont..2.

- ▶ Show interest and passion to learn new things and adapt quickly, the shorter the adaptation period the better
- ▶ At the end of the interview, if given a chance to ask questions, do not ask more than 2 questions or do not ask any questions. More than 2 questions mean you did not research about the company, and you may spoil the whole interview.



Fresh graduates' interviews



- ▶ They are all about
 - i. Communication
 - ii. Confidence
 - iii. Open minded, proactiveness
 - iv. Presentation
 - v. Ethics and good behavior
 - vi. Show commitment and seriousness
 - vii. You can be trusted, they can rely on you
 - viii. Try to solve and get them right many questions as much as you can



Competency based interviews



- ▶ Experience based interviews
- ▶ What you have done in the past
- ▶ STAR Method of interview is normally used
 - S - Situation
 - T - Tasks, Time
 - A - Actions
 - R - Results, Outcome

STAR Interview Method



The STAR interview method is a technique that helps you prepare for interview questions that determine whether you will be able to handle specific situations associated with a job.



STAR stands for: situation, task, action, result. This method will help you prepare clear and concise responses using real-life examples.



Hiring managers ask behavioral interview questions to determine whether a candidate is the right fit for a job.



By using this strategy, you can make sure you are fully addressing the interviewer's question while also demonstrating how you were able to overcome previous challenges and be successful.

Behavioral Questions



The behavioral interview is used to learn how you have behaved in previous work situations.



In your answers, employers are looking for examples of your past actions that may be predictors of how you will act when you face these situations again.



Generally, these questions are more open-ended and usually ask you to share stories or examples from your previous jobs.



Examples of Behavioral Interview Questions

- 1) Share an example of a time when you faced a difficult problem at work. How did you solve this problem?
- 2) Describe a time when you were under a lot of pressure at work. How did you react?
- 3) Tell me about a mistake you have made. How did you handle it?
- 4) Share an example of a time you had to make a difficult decision. What did you do?
- 5) Explain a situation where you used data or logic to make a recommendation.
- 6) Tell me about a time when you disagreed with your boss. How did you resolve it?



Additional behavioral questions



Describe a time when you had to deliver bad news to your team member. How did you do it?



Tell me about a time you worked with other departments to complete a project.



Share an example of a time when you failed to perform and deliver as expected. What did you learn from the experience?



Tell me about a time when you set and achieved a specific goal.



Common interview questions



Common interview questions



Why did you apply for this job?



Where do you see yourself in the next 5 years?



What are your strengths?



Why do you think you are the right candidate for this job?



What do you know about our company?



What do you know about the position you applied for?

Class activity

Make groups of 6 members

3 panelists, 3 candidates

Use the interview guides given to do simulations of interview

Take notes

Give feedback

At different time, all members must play the role of a panelist and candidate

Time: 30 Minutes

TRANSLATED QUESTIONS IN TETUN FOR CLASS EXERCISE

- ▶ 1. Fo hatene took mai ami ona ba ita boot nia aan

(tell us about yourself)

- ▶ 2. Tamba sa ami tenki rekruta ita? Ka tamba sa mak ita boot sente ita book mak ema ne'ebe serve ba pozisaun ne'e

(Why shall we hire you ? Or why are you the right person for this position?)

- ▶ 3. Tamba sa mak ita boot hakarak servisu iha ne'e no saida mak ita hatene kona ba empreza ida ne'e?

(Why do you want to work here and what do you know about this company)



An illustration of a person with dark hair and closed eyes, wearing a red and white striped shirt and blue overalls, sitting cross-legged and writing in a notebook. Above their head is a large, dark blue, cloud-like shape filled with a starry night sky, including constellations, planets, and a small rocket ship. The background is white with blue geometric shapes on the right and a blue patterned border at the bottom.

Reflections

- ▶ Lessons learned
- ▶ Wrapping up

THE END

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